

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PRINTING TECHNICIAN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which write printing specifications, estimate costs, audit invoices for printing and binding work, and coordinate the production process for a variety of printing services requisitioned by state agencies. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which write printing specifications, estimate costs, audit invoices for printing and binding work, and coordinate the production process for a variety of printing services requisitioned by state agencies.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time, perform duties which are more appropriately classified as Binder Worker.
2. Position which, for a majority of the time, perform duties which are more appropriately classified as Purchasing Agent.
3. Positions which, for a majority of the time, perform duties which are more appropriately classified as Offset Press Operator.
4. Management, professional, and supervisor positions, as defined in s. 111.81, Wis. Stats.

5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

PRINTING TECHNICIAN

This classification is used as an entry-level progressing to objective level for positions that perform Printing Technician work. Work is performed under close progressing to general supervision.

Positions in this classification write printing specifications for bid specifications and printing orders; estimate costs; determine related printing services such as engravings, mattes, binding, and paper; compute net and gross estimated costs of printing orders; review printing requisitions to determine which method of production is most advantageous in terms of time, cost and other requirements; perform some copy fitting and copy marking; audit invoices for printing and binding work; and coordinate the production process for a variety of printing services requisitioned by state agencies. Some positions function as leadworkers and train, assign, and review the work of other Printing Technicians.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective February 1971.

This classification was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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